

Southeast Neighborhood Development

Request for Qualifications General Contractors



*****PLEASE REVIEW THIS MATERIAL THOROUGHLY BEFORE RESPONDING*****

INTRODUCTION

Southeast Neighborhood Development (SEND) is seeking qualifications from General Contractors to perform services on properties on the near southeast side of Indianapolis. This program is part of the Housing and Economic Recovery Act of 2008 (HERA), Neighborhood Stabilization Program (NSP).

SUMMARY AND BACKGROUND

SEND is a non-profit community development corporation, which has served the southeast side of Indianapolis for the past twenty-five years. Created by residents, SEND's mission is to revitalize the neighborhood and enhance the quality-of-life for its diverse population by creating and maintaining quality affordable housing. For more information on SEND, please visit our website: www.sendcdc.org.

REQUEST FOR QUALIFICATIONS

SEND is seeking qualifications from General Contractors for residential properties on the southeast side of Indianapolis. Contractors are responsible for working closely with SEND staff on all construction work. Chosen contractors will be placed on a list and provided an opportunity to bid on specific projects as they become available. Construction projects may include rehabilitation of historic residential homes and construction of new single- and multi-family homes.

QUESTIONS & ANSWERS

SEND will not respond to individual inquiries. Do not contact SEND staff with questions regarding this RFQ or related projects. All questions / inquiries regarding and related to this RFQ and SEND projects will be answered during a one hour **questions and answers session on Monday, January 25 at 1:00 PM in the SEND Office** (1030 Orange St. Indianapolis, IN 46203). The session will end promptly at 1:55 PM. All questions and answers discussed during the session will be posted on SEND's website www.sendcdc.org and made available for pickup at the front desk on January 28.

QUALIFICATIONS DUE DATE

Qualifications are due Monday, February 1, 2010 at 5:00 PM. Please address all qualifications to:

**Bryan Conn, Housing Programs Manager
SEND
1030 Orange St.
Indianapolis, IN 46203**

E-mail submittals are acceptable: bryan@sendcdc.org (questions directed to this email address will NOT be answered).

SELECTION CRITERIA, FORMAT AND SCORING

Each submittal will be considered based on the following criteria. The submittals will be scored based upon the information provided for each section as outlined below. All qualifications must be organized in the following format and contain all of the following information (**incomplete and / or unorganized submittals will not be considered**):

I. Required Documents

- a. Marion County Contractor’s License
- b. Proof of Insurance
 - i. Contractor’s Liability
 - ii. Automobile
 - iii. Worker’s Compensation
- c. Bonding Capacity

II. Qualifications ----- 25 points

- a. Resumes of personnel
- b. Licensure and certifications
- c. Green Building
- d. Home Standards
- e. Lead Abatement

III. Project Approach ----- 40 points

- a. Description
- b. Quality Control Measures
- c. Dispute Resolution Process
- d. How will you maintain the schedule
- e. How will you reduce change orders?
- f. Value Engineering/ Cost Savings Measures
- g. How do you plan to work with a designer, CM, and City review Staff?
- h. Section 3 Plan to reach 3% requirement
 - i. Participation plan to reach goals:
 - ii. Minority Business Enterprise 15%
 - iii. Women Business Enterprise 8%
 - iv. Veteran Business Enterprise 3%

IV. Relevant Experience ----- 25 points

- a. New Residential Construction (*3 examples including photos*)
- b. Rehabilitation Projects (*3 examples including photos*)
- c. Historically Significant Projects (*3 examples including photos*)
- d. 3 references

V. Capacity ----- 10 points

- a. How many new homes can you construct at one time?
- b. How many renovations can you do at one time?
- c. Your average construction duration for a new home?
- d. Provide current financial statements, letters of credit, other proof of financial capacity.

QUALIFICATIONS BUILDING

Respondents must provide concise, complete and organized information for this RFQ in order to be considered for work with SEND. Local professional resume builders can assist you with building a professional, competitive and competent submittal. If you require assistance in compiling information or completing any of the sections in this RFQ, please consult a professional resume writer.

MINORITY BUSINESS ENTERPRISE PARTICIPATION

HUD, the State of Indiana, the City of Indianapolis, and Southeast Neighborhood Development, Inc. (SEND) put a high priority on MBE/WBE/VBE (Minority/Woman/Veteran-Owned Business Enterprise) participation. It is the policy of the Consolidated City of Indianapolis (G.O 581 as amended and Executive Order #5) that Women's Business Enterprises (WBE), Minority Business Enterprises (MBE) and Veteran Owned Businesses (VBE) shall have the maximum feasible opportunity to participate in the performance of contracts. The owner encourages all firms to meet the city's MBE/WBE/VBE goals of 15%/8%/3%.

Each firm shall include with its submittal the listing and percentage breakdown of MBE/WBE/VBE subcontractors. Failure to provide this information may result in a firm being deemed non-responsive. Further, firms shall:

- a. Ensure MBE/WBE/VBE's are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities; including placing MBE/WBE/VBE's on solicitation lists and soliciting them whenever they are potential sources.
- b. Make information on forthcoming opportunities available to MBE/WBE/VBE's and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by MBE/WBE/VBE's in the competitive process. This includes, whenever possible, posting solicitation for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.
- c. Consider in the contracting process dividing when economically feasible into smaller tasks or quantities to permit maximum participation by MBE/WBE/VBE's in the competitive process.
- d. Encourage contracting with a consortium of MBE/WBE/VBE's when a contract is too large for one of MBE/WBE/VBE consultant may be able to handle individually.
- e. Use the services and assistance of the Minority and Women Business Development Department of the City of Indianapolis.

Please note that MBE/WBE/VBE certified contractors submitting as the prime respondent may not count themselves in reaching subcontracting goals. A subcontractor cannot be counted as a MBE, and as a VBE or WBE; a subcontractor can only fulfill a single goal on any one home or project. To help facilitate MBE/WBE/VBE participation, respondents are encouraged to participate in the vendor networking event directly following the pre-submittal meeting and they can contact the City of Indianapolis Department of Minority &

Woman Business Development (www.indy.gov/eGov/City/DMWBD/MBE-WBE-VBE/Pages/Home.aspx, DMWBD@indy.gov, (317) 327-5262) and the State of Indiana Department of Administration Minority and Women's Business Enterprises Division (www.in.gov/idoa/2352.htm mwbe@idoa.in.gov, (317) 232-3061) to learn more about minority business participation goals.

SECTION 3 PARTICIPATION

SEND is also requesting that all respondents outline their plan to comply with HUD Section 3 *Economic Opportunities for Low- and Very-Low Income Persons* requirements. Section 3 acknowledges that the expenditure of HUD funds typically results in new jobs, contracts, and other economic opportunities and mandates that low- and very-low income persons residing in the community in which the funds are spent, including businesses that substantially employ them, shall receive priority consideration. Respondents are encouraged to review the Section 3 requirements spelled out in the City's Grant Management Policies and the Federal regulation 24 CFR part 135 and the State of Indiana Housing and Community Development Authority (<http://www.in.gov/ihcda/3118.htm>, phunt@ihcda.in.gov, (317) 522-7298) to learn more about Section 3 requirements.